



Wisconsin Swimming Officials Committee: Mission Statement and Structure

Wisconsin Swimming, Inc.

Mission

To conduct programs to recruit, educate, train and certify a diverse team of USA Swimming officials to provide the highest quality and consistent officiating for athletes at all levels of swimming. This is done through:

- Ensuring clear and consistent knowledge of the rules.
- Providing sufficient time in training to assure familiarity with all levels of competition.
- Providing opportunities to work on the deck and advance through the certification process.
- Creating a positive and professional environment for all athletes, coaches and volunteers.

I. Officials Governance

- A. Officials fall under the National USA Swimming Officials' committee. The Local Swim Committee (LSC) is responsible for local governance. For this purpose, WISI (Wisconsin Swimming Inc.) has an Officials' committee as defined below.

II. Officials Committee Composition and Membership Criteria:

- A. The composition of the Official's committee is as defined in the WISI Bylaws.
- B. CHAIR – The Officials Chair shall be elected from the Officials Committee, by the committee members in odd number years by majority vote of the Official's Committee members.
1. The elected Chair will assume office effective September 1st.
 2. The Chair holds the term of office for two years, with a maximum of four successive years.
 3. A lapse of two years of serving as Chair is then required before becoming eligible for re-election.
- C. VICE-CHAIR and SECRETARY – The Committee Chair appoints a Secretary and Vice-Chair from the Committee members, with the advice of the Committee.
- D. MEMBERSHIP –
1. The Committee Chair makes appointments to the Officials Committee based on the recommendations of the Committee members.
 - a) The members of the officials committee are defined in the WISI Bylaws.
 - b) Ex-officio Members: LSC General Chair and LSC Administrative Chair with voice but no vote.
 2. An Official may indicate his/her interest in serving on the Committee by contacting a member of the Committee or documenting his/her interest on the Annual Recertification Registration Form.
 3. Member vacancies are filled as they occur. No term limits, except for the Chair position as noted in WISI Bylaws.
 4. Two unexcused absences by a Committee Member (i.e., failure to provide notice in advance to the Committee Chair) in a year may warrant dismissal from the Committee.



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5. Any member of the Committee, including the Chair, may be removed by a two-thirds (2/3) vote of the entire committee membership by recorded ballot.
6. Removal of the Committee Chair requires confirmation of the LSC General Chair. The LSC General Chair would then appoint a Committee Chair to complete the term.

II. Meetings:

- A. The committee shall meet a minimum of 6 times a year.
- B. Agenda items should be submitted to the Chair prior to the meeting..
- C. Regular meetings will be conducted in an open manner
- D. Decisions shall be made by simple majority vote of committee members present, with the Committee Chair having the tie-breaking vote.
- E. A quorum for any meeting of the Officials Committee shall consist of a majority of its voting members

III. Duties and Responsibilities:

- A. OFFICIALS COMMITTEE – The duties and responsibilities of the Officials committee shall be in accordance with the Bylaws of WISI including but not limited to:
 1. Recruit and retain WISI Officials.
 2. Establish training programs for WISI Officials.
 3. Establish policies and procedures for the certification and recertification of Officials in the Wisconsin Swimming LSC, consistent with USA Swimming requirements.
 4. Conduct or identify trainers to conduct New Official Training Clinics and Recertification Clinics.
 5. Provide the LSC appointed Officials and officiating infrastructure for the LSC Short Course and Long Course Swimming Championship Meets.
 6. Chair or serve on subcommittees of the Official's Committee.
 7. Maintain confidentiality of meeting information, when necessary.
 8. Investigate and document allegations regarding misconduct/quality issues for Officials and impose actions/sanctions consistent with USA Swimming policies/procedures.
- B. COMMITTEE CHAIR
 1. Performs duties as defined in WISI Bylaws.
 2. Establishes the Committee meeting agenda, and conducts the Committee meetings.
 3. Excuse non-members of the Committee in the event of a closed session.
 4. Organizes and delegates Official's Committee subcommittee assignments.
 5. Responds to allegations of misconduct or quality issues; conducts disciplinary investigations and implements appropriate disciplinary action.



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- C. COMMITTEE VICE-CHAIR:
 - 1. Serves as Acting Chairperson in the absence of the Chairperson.
 - 2. Assists with creation of agenda and maintaining meeting decorum.
 - 3. Investigates allegations against the Official's Committee Chair.
- D. COMMITTEE SECRETARY:
 - 1. Records meeting minutes.
 - 2. Distributes draft meeting minutes for review prior to the subsequent Committee Meeting.
 - 3. Coordinates posting of approved meeting minutes on the LSC website.